

**LIVING WAGE ORDINANCE  
 APPLICATION FOR EXEMPTION**

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Company Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**CONTRACT INFORMATION**

Contract Number (if no number, state location): \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Contract Title (or description): \_\_\_\_\_ End Date: \_\_\_\_\_  
 Purpose/Service Provided: \_\_\_\_\_

**EXEMPTION BASIS**

Check one option and submit required supporting documentation:

- Business employs 12 or fewer employees**, including parent and subsidiary entities, for each working day in each of 20 or more calendar weeks in current or preceding calendar year and, in the City’s determination, will not need to retain more than a total of 12 employees (including subcontractors) to perform work related to the City contract. [SDMC §22.4215 (c)(1)]  
Required documentation: Correspondence on company letterhead and signed by a legally authorized officer documenting number of employees and listing subcontractors AND copy of firm’s State of California Employment Development Department Quarterly Contribution Return and Report of Wages (Continuation) [form DE9C] for prior two quarters.
- Business operating as sole proprietorship with no employees** and will not utilize subcontractors. [SDMC §22.4215 (c)(1)]  
Required documentation: Correspondence on company letterhead and signed by a legally authorized officer certifying sole proprietorship status AND copy of firm’s State of California Employment Development Department letter confirming no reported payroll [form DE4107A] OR Internal Revenue Service Form 1040 – Schedule C for prior three years. If an extension was filed for most recent tax year, submit copy of Extension and Federal income tax returns for the three (3) previous tax years. If your business has not yet filed taxes, submit a Profit/Loss (P/L) Statement.
- Business organized under IRS section 501(c)(3)** and highest officer’s salary, when calculated on an hourly basis, is less than eight times the hourly wage rate of the lowest paid covered employee. SDMC section 22.4215 (c)(2).  
Required documentation: Copy of IRS letter recognizing status as non-profit organized under section 501(c)(3) AND statement of salary listing corporation’s highest paid officer and lowest paid worker, both computed on an hourly basis.
- Collective Bargaining Agreement** specifically (in writing) supersedes the Living Wage Ordinance. SDMC section 22.4240.  
Required documentation: Copy of collective bargaining agreement OR written confirmation from union representing employees working on the contract.

**CONTRACTOR CERTIFICATION**

By signing, the contractor certifies under penalty of perjury under laws of the State of California that information submitted in support of this application is true and correct to the best of the contractor’s knowledge.

\_\_\_\_\_  
 Name of Signatory Title of Signatory

\_\_\_\_\_  
 Signature Date

Approval of this application exempts only the listed contractor from the LWO during performance of this contract. A subcontractor performing work on this contract is not exempt unless separate exemption is applied for and approved.

**FOR OFFICIAL CITY USE ONLY**

Not Approved – Reason: \_\_\_\_\_  
 Approved LWO Analyst: \_\_\_\_\_ Date: \_\_\_\_\_